

Professional and Managerial Branch  
Fiscal and Tax Administration Group  
Financial Series

**CHIEF FINANCIAL OFFICER/DEPUTY CHIEF ADMINISTRATIVE OFFICER**

07/02 (REB)

*Summary*

Under administrative direction, as principal appointed fiduciary, establish, integrate, systematize and control City financial functions of researching, proposing, acquiring, optimizing, safeguarding and documenting funding and assets to accomplish short and long range City operations and services strategies through general executive management of a designated group of departments.

*Typical Duties*

Plan, develop and organize a wide range of centralized functions such as accounting and financial reporting, revenue collection and investment, debt issuance and servicing, budget preparation and consolidation, management and staffing analysis, benefits and risk management, capital and real property purchasing and disposition, materials and services procurement, tax rate setting and appraisal, and allied internal controls and information systems. Involves: directing continuous research to identify patterns and trends in desires and needs of citizens and businesses, and in legislative and regulatory initiatives at local, state and federal levels for public safety, public works, public transportation, cultural resources, general government and municipal development; overseeing scenario modeling of fiscal effects and feasibility assessments of resources required for long and short term assumption or divestiture of City operations or services, or inter-jurisdictional consolidations, including provisions for such essential internal staff support as financial management, general administration and information technology; formulating recommendations, acting as primary advisor to Mayor and Council, appointed officials and other executives, and serving as an expert representative for the City in hearings or public forums and on internal or external committees regarding existing and anticipated financial philosophy and strategies; guiding subordinate department heads in or personally originating, synthesizing, defining and formalizing plans, policies, methods and standards contributing to realization of City missions, and conform to legal or contract mandates as well as generally accepted governmental financing, accounting and auditing principles and practices.

Implement, coordinate, and control activities of departments for which responsible such as comptroller, management and budget, purchasing, and tax assessment and collection. Involves: evaluating and stimulating progress toward attainment of organization and individual performance goals within limits of appropriations, and ascertaining opportunities, circumstances and issues that have or could lead to variations from expected results in conjunction with own staff, and other functionally interested departments, regulatory agencies, investment advisors, financial institutions or groups; proposing or approving viable suggestions, and initiating and regulating action plans to improve processes or rectify systemic deficiencies that include such consideration as funding alternatives and availability, resources allocations and uses, program or project costs versus benefits, tax and fee rate analyses, investment options and returns, fiscal checks and balances, fixed assets values and utility, materials planning and inventories, service quality, timeliness and productivity, debt obligations and amortization; business and citizen relations, information integrity and security, computer hardware and software, internal and external audit findings, or statutory requirements and professional standards compliance.

Implement, coordinate and control administration of assigned group of departments. Involves: continuously reviewing operating expenses in relation to approved budgets and organization performance targets in relation productivity results, ascertaining adequacy of explanations for variations pursuant to City financial policies, accepted accounting standards and procedures, legal or funding source requirements for monitoring receipt, allocation and expenditure of funds by departments managed; conferring with subordinate department heads to define needs for and approaches to rectify deviations, and initiating corrective actions; informing Mayor and Chief Administrative Officer in a timely manner of such opportunities or problems and recommending initiatives or solutions affecting other organizations; analyzing personnel, equipment, supplies and maintenance costs, and consolidating and justifying current City or outsourced functional activities, program or capital improvement proposals, including automation, and related qualitative and quantitative measures of results.

Supervise executive, professional/managerial and general services personnel. Involves: scheduling work to expedite flow and balance loads; assigning duties, and issuing written and oral instructions; checking work for service effectiveness, quality and quantity acceptability, and policy and procedural conformance; guiding subordinates to overcome difficulties encountered, correct errors and rectify complaints; appraising performance of direct reports and reviewing employee rating by subordinate managers; coaching to motivate competency improvement and career advancement; arranging for or conducting internal orientation, job training, employee development activities; enforcing personnel rules and regulations, and conduct, courtesy, attendance, safety and

appearance standards; maintaining harmony among employees and resolving appealed grievances internally; interviewing and hiring applicants; commending, adjusting pay of, transferring, disciplining and terminating employees; structuring organizations, realigning functions and changing staffing levels and job designs.

Perform related incidental executive duties contributing to realization of City goals as required. Includes: personally carrying out key professional and managerial functions usually delegated to others as qualified to maintain continuity of essential operations and services of the group of departments when necessary; providing designated support for miscellaneous projects or temporary activities overseen by City officials as instructed; engaging in activities associated with training and orientation of less knowledgeable coworkers upon request, and in designated professional development assignments under general direction; serving on ad hoc or regular committees, or leading or participating in meetings to represent the departments managed or the City; conducting special and recurring studies, and preparing and presenting persuasive reports and recommendations containing technical data and cost estimates affecting activities of subordinate departments and divisions for review by City officials and other executives; remaining aware of occupationally related technological and conceptual developments; overseeing manual or automated maintenance of department group activity or status records.

#### *Minimum Qualifications*

Training and Experience: Graduation from an accredited college or university with a Bachelor's degree in Finance, Accounting, Public or Business Administration, or closely related field, plus ten (10) years of progressively responsible professional and administrative experience that usually and customarily embraced any combination of such functions as accounting, auditing, budgeting, collections, finance, investment, management analysis, purchasing or taxation for a large, diversified government, institutional or industrial entity that included at least two (2) years in a senior management capacity comparable to a City appointing officer, or assistant or deputy department director, and at least four (4) years directly involved with automated management of various public funds; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of: modern centralized and decentralized financing and business management theories and methods applicable to a metropolitan municipal government; purposes and interactions of such functions as entity wide accounting, fiscal planning and internal control, consolidated budget preparation and administration, tax assessment and collection, materials procurement and management; generally accepted governmental accounting, auditing and financial reporting practices and standards. Considerable knowledge of: management information technology including communication systems and computerized financial applications; regulatory agencies and funding sources accounting procedures and controls requirements.

Ability to: plan and coordinate work of a large staff engaged in a broad range of programs and projects to ensure or improve continuity, effectiveness and efficiency of financial functions; interpret statutes, standards, grants and contract; devise and apply checks and balances procedures to preserve the integrity of financial transactions and record keeping Citywide. firmly and impartially exercise delegated authority as an appointing officer; firmly and impartially enforce compliance with statutes, policies, standards or contracts; resolve complex accounting and auditing problems; adapt accounting systems to computerized operations; persuasively communicate complex concepts and recommendations clearly and concisely, orally and in writing; establish and maintain effective working relationships with elected officials, fellow employees, financial institutions, regulatory agencies, and the general public.

Skill safe operation and care of: personnel computer or network workstation, including generic business productivity and specialized financial, accounting, budgeting, purchasing and inventory software.

Licenses and Certifications: Licensure as a Certified Public Accountant.

Special Requirements: Be bondable. Work other than standard workweek hours as necessary.

---

Human Resources Director

---

Department Head